

Job Opportunity Bulletin

Post Date: October 13, 2016

Research Manager III

Salary: \$7,088 - \$8,048

Limited Term 12 months, Full-Time

FINAL FILING DATE: UNTIL FILLED

JOIN THE DDS TEAM!

For information about the

DEPARTMENT OF DEVELOPMENTAL SERVICES

Please visit our website at

www.dds.ca.gov

Please refer to:

Position #: **473-809-5740-001**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Cari Paganini

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Cari Paganini
Number: (916) 322-9335
Email:
Cari.Paganini@dds.ca.gov

The California Department of Developmental Services (DDS) currently has an outstanding opportunity for a strong candidate seeking a position as a Research Manager III in the Developmental Centers Division, Program Operations. The incumbent manages Matrix Data Team staff and provides high-level assistance by conducting research on a broad range of issues, presenting findings and reporting on issues that impact the DDS and the Developmental Centers. *****This position is limited-term for 12 months, may be extended another 12 months.***

For complete duties, please see duty statement on the following page.

DESIRED KNOWLEDGE AND SKILLS:

- Advanced experience with a broad variety of research methods and processes
- Ability to synthesize data from a variety of disciplines
- Advanced experience with the development of explicit reports
- Ability to manage analysts
- Advanced skills in data analysis and infographics
- Advanced skills with Microsoft Office, with emphasis on Excel and Access
- Ability to work with Structured Query Language (SQL) and legacy databases

ADDITIONAL INFORMATION:

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date.

Please include the **basis of your eligibility** (*list eligible, transfer, etc.*) and **position #473-809-5740-001** on your application. If you are using list eligibility from an on-line exam to qualify for the position you **must** include with your application any **documentation (i.e. copy of transcript, degree, license, etc.)** necessary to verify meeting the MQ's.

The Minimum qualifications (MQ's) will be verified prior to interview and/or appointment. The position is subject to Re-employment/SROA/Surplus clearance.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
DEVELOPMENTAL CENTERS DIVISION
PROGRAM OPERATIONS
MATRIX DATA TEAM**

DUTY STATEMENT

JOB TITLE: Research Manager III (General)

POSITION #: 473-809-5740-001

POSITION DESCRIPTION: Under direction of the Assistant Deputy Director, Program Operations, the Research Manager III, provides high-level assistance by conducting research on a broad range of issues, presenting findings and reporting on issues that impact the DDS and the DCs. The Research Manager III plans, organizes and manages all general research for the DDS, with an emphasis on Developmental Center (DC) closure activities and their impact on consumers and other stakeholders. The Research Manager III uses logic, reasoning and creativity and uses a variety of analytical and research techniques to solve complex problems, develop and evaluate alternatives; analyze data and present ideas and information effectively, and provides reporting and findings of a sensitive nature that may impact consumers, families and other stakeholders.

The incumbent manages the staff involved with the statewide functions of complex and comprehensive projects performed by the Matrix Data Team, and oversees data management and research issues at the DCs.

SUPERVISION EXERCISED: Supervises one (1) Staff Services Manager I, and one (1) Staff Services Manager II.

SUPERVISION RECEIVED: Under direction of the Assistant Deputy Director, Program Operations.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 20% Plans, organizes and manages all research functions of the DDS' DC closure plan; comes up with logical and creative research methods; uses a variety of analytical and research techniques to solve complex problems, and gathers complex program data from all DCs. Compares data to the DC closure plan and legislative mandates, and determines the impact of these processes on consumers and other stakeholders. Develops and evaluates alternatives to projects or obstacles that are identified during research activities; determines research design and methods to complete research projects. Establishes and maintains project priorities and develops and effectively uses all available resources.

- 20% Analyzes data and presents ideas and information effectively; consults with and advises DDS leadership and DC closure team on a wide variety of subjects; gains and maintains the confidence and cooperation of others; employs the DC closure team to assist in research.
- 20% Provides high-level assistance to the Developmental Centers Division (DCD) Deputy Director, Assistant Deputy Directors, DCD management staff, Executive Staff, and Agency by translating and disseminating difficult, confidential, complex, and sensitive scientific information, regarding subjects that directly affect departmental programs that are highly visible and require some control by the Directorate.
- Provides reports of findings to the legislature, stakeholders, Director's Office, Deputy Director's Office, California Department of Public Health, and California Health and Human Services Agency (Agency); responsible for the statewide investigation of comprehensive programs statistics.
- 20% Coordinates with a variety of teams to develop sensitive program reports with department-wide impact. Independently, and in partnership with DC management, analyzes, reviews, and make recommendations on departmental wide reporting issues.

Marginal Job Functions

- 15% Works closely with Information Technology (IT) and DCD staff on system database information gathering and to create fresh ways to display research findings.
- 5% Participates in team reviews of DCs to develop standards of researching. Assists with other DCD projects as needed.

WORKING CONDITIONS: Ongoing interaction with the DCs/ Community Facility (CF), Department headquarters, Administration Division Budget personnel and other agency personnel. Limited travel, up to 20% to locations throughout California is required.

DESIRABLE QUALIFICATIONS:

- Advanced experience with a broad variety of research methods and processes
- Ability to synthesize data from a variety of disciplines
- Advanced experience with the development of explicit reports
- Ability to manage analysts
- Advanced skills in data analysis and infographics
- Advanced skills with Microsoft Office, with emphasis on Excel and Access
- Ability to work with Structured Query Language (SQL) and legacy databases

CERTIFICATION OR LICENSE: None required.

